

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday March 20, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern Jr. and Raymond Burton, Director Clough and Secretary Martino.

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Human Services Administrator Nancy Bishop arrived with her town expense report for the Commissioners. She said that HS should reach the cap by June and everything is in line.

There was a discussion about the state looking at three bidders for managed care with the intent to save money. Commissioner Burton said that on the 26th of March from 2:30 to 4:30 there will be a meeting in Concord, moderated by the governor which will include Commissioner Toumpas and the Council members. It will be a question and answer time but not open to public discussion. Commissioner Burton said if anyone wanted him to ask a question on their behalf to let him know. He said there is uneasiness about this managed care but it is what the legislature wants.

Commissioner Burton also said that it is his intent that when the bids come up for a vote he plans on making a motion to table the decision on the contracts and hopes that there will be a second to that motion.

There was some further discussion about going with managed care contracts. Commissioner Cryans said the plan is to have the contracts last for five years and said he had asked about safeguards being in place which requires them to meet certain standards.

Maintenance Superintendent Jim Oakes arrived with his report *(see attached). There was a discussion about the information that was presented to the Executive Committee at yesterday's meeting by Banwell Architects and GWR Engineering as Commissioner Burton was unable to be present. Commissioner Cryans said the information seemed to go over well with the committee and they were in favor of the project.

There was a discussion about using money that will be left over from the Jail project to both demolish the old Jail (if that's what is decided) and to also put toward the biomass plant. Director Clough said it is hard to tell what will be needed in the way of funds for the biomass plant at this point but she would hope to have a recommendation by April. She also stated that she would like to keep approximately .05% of the Jail construction cost for a capital reserve fund for the new Jail in the event that something may be needed. She said there should be a healthy amount of money left over.

Supt. Oakes continued with his report and began a discussion about the automatic isolation valve for the water tank. He said that new numbers have come in and it appears that the cost is a bit more than was anticipated by about \$23K or so. He and Director Clough are looking at some areas where they may be able to find money for funding. The true cost of the valve will not be known until it is put out to bid.

Agricultural Resource Specialist Heather Bryant from UNHCE arrived and presented a PowerPoint for the Commissioners as to what she has been doing in the way of offering information to the public. These included a variety of workshops, farm visits, vegetable trials and most recently, a low tunnel trial.

Commissioner Burton said that now that UNHCE is involved in community development, he asked that in-so-far as possible, UNHCE coordinate with Grafton County community development and work together.

Corrections Superintendent Glenn Libby arrived to request that the Commissioners reconsider the vote they took last week on the bid for inmate supplies from Robinson Textiles and then to reject the bid. He said that after working with the company it has become clear that they are having some financial difficulties. He said he did not feel comfortable being involved with them, particularly because there was so much money involved, fearing there may be a loss.

Commissioner Ahern moved to reconsider the vote to approve the bid for inmate supplies from Robinson Textiles which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton moved to reject the bid for inmate supplies from Robinson Textiles which was seconded by Commissioner Ahern. All were in favor.

Supt. Libby stated that he is looking at different companies to take care of the inmate telephone system, inmate software management and electronic banking for inmates. He reviewed what he was looking for and said that there is no charge to the County and the Jail does make a profit off the telephone. Supt. Libby said it is not his intention to make these profits high as he is concerned for the families who actually have to pay the costs for the calls. He requested that the Board allow him to negotiate the contracts with the vendors and secure the best prices for the services, keeping in mind the costs to families.

Commissioner Ahern said he is comfortable with the plan of action of the Superintendent as were the other two Commissioners.

Commissioner Cryans asked if there were a way that Supt. Libby could move forward on the purchase of the inmate supplies by way of a bid waiver allowing him to purchase group items and get what he needs for the opening of the new facility. Commissioner Ahern said he feels it's important to properly follow the statutes but noted that the statutes do make provision for certain obstacles, though there needs to be a good reason to do so. Commissioner Cryans asked Commissioner Ahern if he thought this was a good reason and Commissioner Ahern said that bid requests were sent out and only one company replied. That company does not appear to be financially stable enough to deal with so it appears that reason is solid enough.

Commissioner Ahern moved to waive bid on the purchase of inmate supplies so that Supt. Libby can go out and find the best prices for the items which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton asked Supt. Libby if he had planned to be able to somehow use the milk produced on the Farm at the new Jail. Supt. Libby said that it is something he has been considering for a while and he will be looking into the cost of purchasing a micro processor for just that reason. He said that it is his intention that the Jail become as self sufficient as possible by using products from the Farm.

Commissioner Ahern supported that idea and suggested a plan of action for using County products throughout the year so that they do not have to purchase vegetables from outside.

Commissioner Cryans asked if everyone had read the minutes from March 13th and if anyone had any edits. Commissioner Ahern had one.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans asked if everyone had read the minutes from the March 15th budget meeting and if anyone had any edits. None were noted.

Commissioner Ahern moved to approve the budget minutes from March 15th which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

There was a discussion about a request from the non-profit group Friends of Drug Court who asked Director Clough to provide vendor names so that they could solicit money for an event for the Grafton County Drug Court. Director Clough said she did not feel that it was proper to do this and said she would not approve this but if the Board thought it was appropriate and directed her to do so, she would. She said first off this request would directly benefit Drug Court and she didn't think that was proper, plus every non-profit would then feel they too could solicit vendors through the County.

Commissioner Ahern agreed that he did not feel a vendor list should be given out.

Commissioner Cryans agreed that if it were done for one, where would they draw the line.

Commissioner Ahern said he wanted to note this is not a commentary on the Drug Court, it is just not appropriate to give out names. Director Clough agreed.

Director Clough updated the Commissioners on the NACo Prescription Drug card stating that there was a savings of \$6,725 for the month of February, with 184 utilizers, which is slightly down.

All three Commissioners plan on attending the Conservation District Annual Meeting on the 11th of April in Franconia.

The Commissioners public hearing on the budget will be held on Thursday the 17th of May at 6:00 PM.

COMMISSIONER ISSUES:

Commissioner Ahern said that he feels that the County Master Plan needs to be updated.

Commissioner Ahern said he would like to carve out some time to go over a few of the benefits in the Employee Handbook in a comprehensive manner. There was some discussion about this and of how recommendations to the manual are made.

Commissioner Cryans commended Commissioner/Councilor Burton for his Health Council meetings that were held with HHS Commissioner Toumpas. Commissioners Ahern and Cryans attended the meeting in Plymouth and Commissioner Cryans said it offered a unique way of bringing information to those who receive services. Commissioner Burton said the meetings were well attended

11:58 AM The meeting was adjourned

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 21 – Mar 19, 2012

COMPLEX

Biomass District Heating System

- HTE Northeast, Inc. performed soil boring tests in the proposed building footprint and completed their geotechnical report...the soils in the proposed construction site are well suited to support the central plant structure
- Resource Systems Group completed the air dispersion modeling for the sited plant and has submitted our application for air permitting
- Banwell completed the schematic design phase of the project and has begun work on the design development phase
- Banwell Architects and GWR Engineering completed the RFP for advertising package #1 (boiler, chip storage/feed system, multi-cyclone and stack).

Engineering Design of Automated Isolation Valve & Vault

- Pathways completed the survey and preliminary site plan (see attachment)
- Per my request, Pathways completed an Opinion of Probable Cost to construct the automated valve and vault (see attachment). The amount we have budgeted does not cover the estimated cost. Julie and I discussed this and recommend pulling money from a few of my encumbered accounts to cover the difference (see attached spreadsheet)
- Pathways is working with Jon Champlin and the Maher Corporation to specify the valves and equipment. Preliminary review by the NHDOT has been completed. Location of building between the existing water main and the right-of-way seems to fit. Started working on drafting the project drawings.

Sprinkler Systems – Tri-state Fire Protection completed the quarterly inspections on all our sprinkler systems and all passed inspection. They also completed the 3-year dry air system bleed down test on the NH dry systems. Both passed.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Dispatch – Relocated electrical circuit in radio room to serve new server rack

ADA Requirements – The State submitted a list of ADA modifications that they would like to see implemented in the courthouse (see attached list). They asked if we would be interested in getting bids and overseeing the work if they paid for the work. I agreed that I could help them out.

Roadside Sign – A contractor has removed both signs in front of the courthouse to modify it so that the Dept of Corrections can be added. They will also repaint them.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Made several repairs to electric beds

Lighting – Replaced several burned out lighting ballasts throughout

Kitchen Equipment

- The digital thermometers on all three food-warming cabinets in the main kitchen failed. Replaced all three with analog replacements.
- One of the heating wells in a food-warming cart on Granite stopped working. Replaced bad thermostat.

Laundry

- The drum motor on dryer #1, largest dryer failed...rigged with temp motor while we wait for delivery of OEM motor.
- Motor mount broke on dryer #3...fabricated new motor mount.
- Mop washer failed to operate...Repair Company replaced door switch under warranty.
- Damper motor for make up air behind dryers failed to operate...replaced bad motor

Patient Bathing Systems – Tub doors on Meadow and Granite have spider cracks that seep water. Replaced doors, seals and gas pistons that easy lifting of doors into place

HVAC

- The hot water valve in heat recovery unit #3 failed in the stuck open position causing staff and residents in the long halls of the 69 building to become uncomfortable...found and replaced bad valve actuator
- Hydronics pump #2 in the boiler room started leaking around shaft...installed new shaft seal assembly and housing gasket

Janitor's Closets

- Housekeeping staff were using Y-connectors on the faucets of their janitor sinks to facilitate dispensing detergent machines in each closet. Staff were leaving both the hot and cold water valves open unattended causing the cold to back feed into the hot system, thus lowering the hot temp below regulated requirements. Installed separate water lines to detergent dispensing machines and removed y-connectors
- Discovered sheetrock wall was bubbled and cove base molding peeling from outer wall of janitor closet across from the laundry. Discovered housekeeping staff were throwing wet mops into a laundry collection bag in the janitor's closet and the back was not water proof. The water from the mops soaked into the sheetrock wall causing it to bubble and mildew. Ripped out mildewed wall sections and rebuilt. Provided housekeeping staff with barrels to collect wet mops.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Common Bathrooms -The tile cove base moldings in both the Profile and Maple common tub, shower and toileting areas were smashed, cracked and broken from patient lifts and other equipment. We removed the base course from every location and replaced it with a special PVC millwork that matched the surrounding ceramic tiles. The product looks great and seems to be holding up well.

Sprinkler System – The glycol sprinkler system that serves the 69 building exterior overhangs had a couple of small leaks around two fittings in the inner stairwell area. Hampshire Fire Protection fixed the leaks under warranty

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout.

OLD JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Inmate Damage

- Inmates flushed a towel down the toilet and it became caught in the pipe under the slab around the lock block pipe chase entrance door. About 2-inches of sewer water backed up onto the lock block floor causing staff to evacuate inmates from this area. My staff spent several hours trying to clear the clog to no avail. I called Schofield Septic Systems and they cleared the line with their heavy-duty equipment.
- An inmate in the segregation section almost ripped a window from its frame. We had to board up the opening with plywood.

FARM

- Heifer Barn – One of the doors experienced a broken hinge...fabricated and welded new hinge in its place
- Dairy Barn – Electric space heater plug shorted out and melted receptacle...replaced receptacle. Installed permanently mounted and direct-wired electrical heater.
- Dairy barn – Repaired a couple of broken water lines and water bowls in main section of barn
- Skid-steer bucket torn...welded

MAINT/FARM BUILDING

Nothing significant to report

Community Correction

Nothing significant to report

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

VEHICLES & EQUIPMENT

Nothing significant to report

New Jail

Schedule – Inside and outside approximately 95% complete. Overall, the project is still on schedule.

Production – Many of the contractors are still working punch list items at this time. GSP&H has been having problems with five water-to-water heat pumps that keep tripping off line. They are working with Trane to resolve this problem. Controls Technology Inc. is continuing to work the bugs out of the building management system programming.

Owner Training – To date we have received training on several systems. Training is ongoing and will carry into April

Commissioning – Commissioning has been held up by the heat pump and controls work.

FFE – All the maintenance FFE has been put out to bid. Bids are due 3-30 / Open & review bids 4-3 / Select bids 4-10